Creating and Managing a MNDES Portal Account

Create an account

1. Open the MNDES website: https://mndigitalexhibitsystem.courts.state.mn.us/.

2. Under Create an account, click **Register**.

3. Type your information in the following fields:

   a. **First Name** (required)

   b. **Last Name** (required)

   c. **Mobile Phone** (optional)

   d. **Email Address** (required)

   e. **Confirm Email Address** (required)

4. Click the dropdown and **select the counties** you will be submitting exhibits to.

5. Click the checkbox next to **I'm not a robot** and complete the verification task.

6. Click **Register**.

7. You will receive a confirmation screen directing you to check you email.

8. From the email received, click the link to finish your account signup.

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Finish account signup

1. After clicking the link you received via email, type a **Password**.

2. Type your password again in the **Confirm Password** field.

   ⓘ The email you entered is not editable. As you type a password, the Password Requirements boxes will turn green when criteria is met.

3. Click **Finish Signup**.

Login to existing account

1. Open the MNDES website: https://mndigitalexhibitsystem.courts.state.mn.us/.

2. Under Already have an account?, click **Login**.

3. Click **Continue with Email**.

4. Type your **Email**.
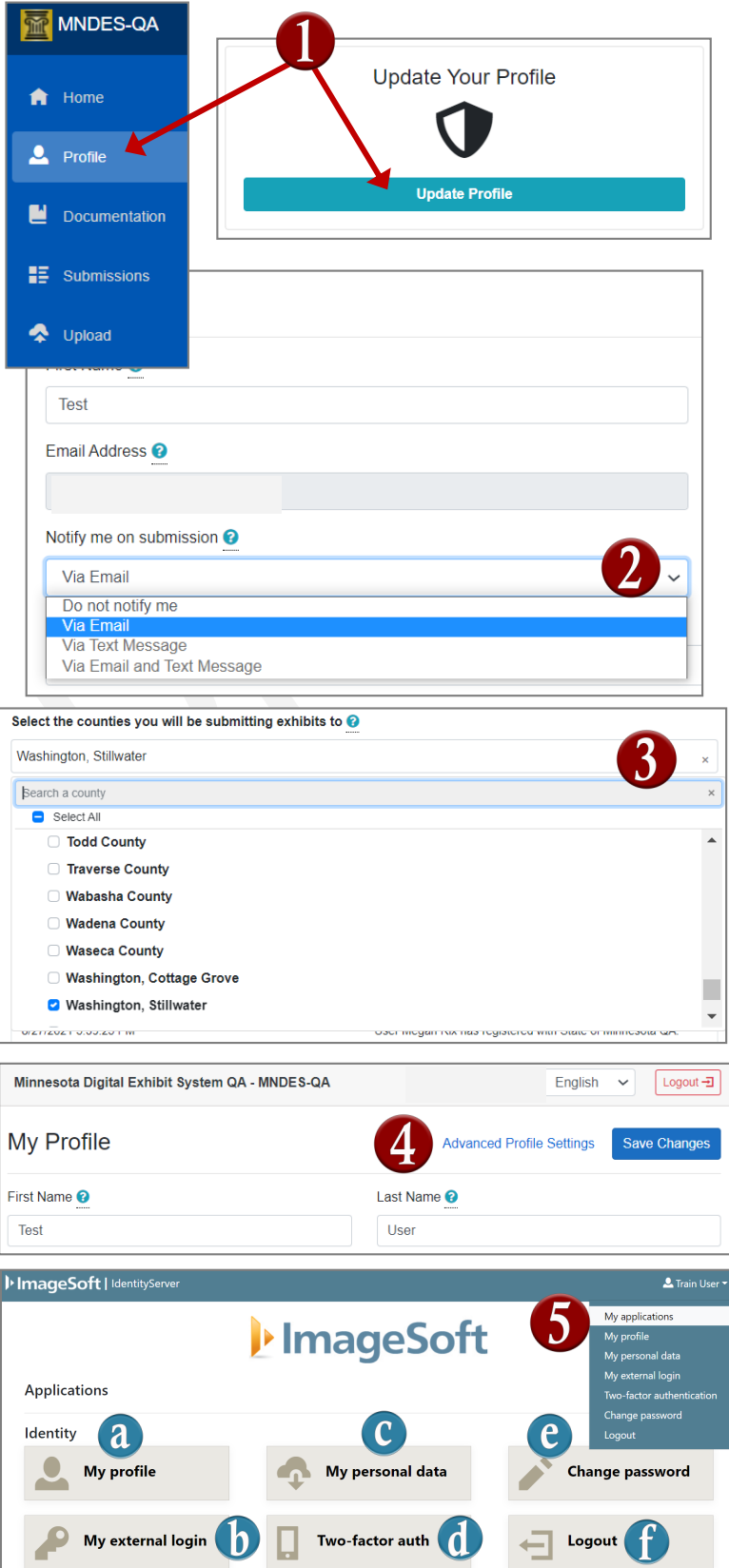
5. Type your **Password**.

6. Click **Login**.

   ⓘ Refer to the Manage your MNDES account section in this QRG for Instructions to login with an existing Microsoft or Google account.

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Manage your portal account

1. In the left-hand navigation pane, click **Profile** or click **Update Profile** from the Home screen.

2. Click the **Notify me on submission** dropdown and select the preferred method to receive the status of a submission.

3. Click the counties dropdown to select the counties for which you will be submitting exhibits.

4. From the My Profile screen, click **Advanced Profile Settings** to change the following:

   a. Click **My profile** to change your user name.

   b. Click **My external login** to set up your login using an existing Microsoft or Google account.

   ℹ️ Adding an external login removes your local password that you previously logged in with and you must choose the appropriate provider during the login. Two-factor authentication will also be disabled.

   c. Click **My personal data** to either download and delete information associated with your account, or permanently remove your account.

   d. Click **Two factor authentication** to add account security, requiring a verification code sent to your mobile phone or computer after entering your username and password.

   e. Click **Change Password** to update your MNDES password.

   f. Click **Logout** to log out of MNDES.

5. From the user name dropdown, click **My applications** to return to the menu screen from any of the above profile options.

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Viewing my activity

1. View a list of timestamped (date and time) activities you have performed within the portal. This list cannot be modified or deleted. The portal tracks the following activities:

   - Logging in

   - Searching for exhibits

   - Uploading exhibits

   - Downloading data

   - Viewing exhibit details

   - Requesting exhibit deletion

   - Modifying exhibit details

2. Export the activities list to Excel or PDF.

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